

Job Opportunity State Controller's Office



Applications will be screened and only the most qualified will be interviewed. Please call 916-323-3055 to request reasonable accommodations. Voice/CRS Relay (711)

Position: Staff Services Analyst (General) / Associate Governmental Program Analyst - (Bureau of Tax Administration)

Position #: 051-421-5157-XXX
051-421-5393-021

Salary Range: \$2,817-\$4,446
\$4,400-\$5,348

Issue Date: January 22, 2009

Contact: Candace Martin
(916) 324-1867

Location: Accounting & Reporting
3301 C Street
Sacramento, CA 95816

Final Filing Date: Statewide
February 4, 2009

Applications:

Individuals who are currently in this classification, or are eligible for lateral transfer or promotion, or are reachable on a certification list may apply. SROA/Surplus candidates will be given priority.

All hires will be subject to a background check.

For permanent positions, SROA and surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Submit a Std.678 State Application and Resume to:

State Controller's Office
Division of Accounting & Reporting
ATTN: Candace Martin
3301 C Street, Suite 500
Sacramento, CA 95816

Please include "421-5157/5393 BTA" in box 12 on your application, and attach a copy of your list eligibility. Applications without this information may be rejected.

If you are interested in working in a fast-paced environment surrounded by enthusiastic and self-motivated people, then look no further. The Office of the State Controller (SCO) is the destination employer within the State of California.

Scope of the Position:

Under the general direction of the Staff Services Manager I (Supervisor), the incumbent will provide analytical and consultative services associated with performing research, analysis and evaluation of Property Tax Postponement Program applications. In addition, the incumbent, operating at the first journey level, may function as a point of consultation in completing special projects. Specific duties include but will not be limited to the following:

Duties and Responsibilities: (Candidates must perform the following functions with or without reasonable accommodations)

DUTIES WILL COMMENSURATE WITH LEVEL HIRED

- Review and process the more complex PTP applications. Analyze supporting documents provided by the claimants including complex trust documents, loan documents, income tax documents, property tax documents and other legal documentation that support the claimant's eligibility for the program. Based on analysis, initiate acceptance/denial activity.
- Provide advice and assistance to senior citizen and disabled claimants regarding program eligibility and problem resolution. Perform second level review of applications completed by lower level staff for quality assurance purposes. Provide advice and assistance on delinquent property taxes for claimants currently in the postponement program.
- Provide analytical support on special projects including but not limited to: reviewing and modifying the existing PTP Eligibility and Lien management systems; evaluating the unit's PTP application process; and making recommendations for process improvements. Participate in coordinating and implementing process improvements as needed.
- Provide consultative and analytical services for writing PTP policies, desk procedures, legislative bill analysis, or on other projects as necessary. Develop alternatives and recommendations to resolve related issues.
- Communicate effectively, either orally or in writing, with legal representatives, tax collectors, the general public, and management regarding the PTP program; respond to the more complex questions related to the PTP laws and policies.
- Participate in coordinating and implementing various program outreach efforts; make recommendations relating to training needs; prepare and deliver training presentations; develop written program materials.

Desirable Qualifications:

- Self-motivated, dependable, and positive attitude
- Ability to multi-task
- Excellent communication skills
- Familiarity with Outlook, Word, Excel, and PowerPoint

The successful candidate will meet the education requirements for this classification.